



## HUI KĀPEHE INTERNSHIP PROGRAM

The Hui Kāpehe Program is designed to offer work-related experience, community service development, and job shadowing that are related to Career and Technical Education (CTE) Programs.

The project goals are to:

1. **Expand** Native Hawaiian students' career opportunities in career and technical education programs;
2. **Produce** graduates who value the importance of being productive, contributing citizens in their communities and society at large;
3. **Provide** students with industry-standard experience that will boost the students' marketability and employability in training-related areas.

### THE KIRC

The Kaho'olawe Island Reserve Commission (KIRC) is a State of Hawai'i government entity which manages the Kaho'olawe Island Reserve which is held in trust for a federally and state recognized Native Hawaiian Sovereign Entity. KIRC's primary workforce comes from volunteers and KIRC has years of experience facilitating volunteer groups from around the state.

As the only Island Reserve set up entirely in trust for a Native Hawaiian Sovereign entity, KIRC is well poised to change the economic landscape and life quality of Native Hawaiians and the communities in which they reside through quality education and training by means of a truly unique experience on the island of Kaho'olawe.

KIRC offers experiences in a variety of key fields which would enhance the career and education opportunities for its volunteers and interns, foster lifelong learning, and develop confidence in each person's abilities to excel and be productive, contributing citizens in their respective families and communities.

### WHO MAY APPLY

Only current residents of the State of Hawai'i may apply. "Current residency" means that the applicant is living in the State of Hawai'i as of January 31, 2015.

Must be in good physical health, able to endure harsh environmental conditions and able to swim are the minimum requirements. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions and have good hearing and eyesight.



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## SELECTION

- Preference is given to students of Hawaiian ancestry to the extent permitted by law.
- Minimum cumulative 2.5 GPA preferred
- Preference is given to those enrolled in at least 12 credits per semester.
- Preference given to second year students on a CTE program track and/or Pursuing a two year degree

## PROGRAM INFORMATION:

- Sixty (50) applicants will be accepted into the Hui Kāpehe Program each semester.
- Paid career certifications for Native Hawaiian students who fulfill all program requirements.
- 100 hours paid internship for Native Hawaiian students working in one of five Kahoʻolawe Island Reserve Commission program areas:

### **Operations**

Approved UHMC Programs: Auto Body Repair & Painting, Automotive Technology, Culinary Arts, Sustainable Construction Technology, Liberal Arts, and Hospitality& Tourism

### **Ocean Program**

Approved UHMC Programs: Natural Science, Marine Option Program, Hawaiian Studies, and Liberal Arts

### **Restoration Program**

Approved UHMC Programs: Natural Science, Agriculture & Natural Resources, Hawaiian Studies, and Liberal Arts

### **Culture Program**

Approved UHMC Programs: Agriculture & Natural Resources, Hawaiian Studies, Liberal Arts, and Hospitality& Tourism

### **Administration**

Approved UHMC Programs: Accounting, Administration of Justice, Business Careers, Business Technology, Liberal Arts, and Hospitality& Tourism

## PROGRAM REQUIREMENTS:

- Attend mandatory program meetings
- Sign Academic Promise Letter
- 300 hours of program relevant training prior to internship (includes approved UH courses)
- Pass required courses with a “C” or better



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## INTERN RESPONSIBILITIES:

- Attend classes on a regular basis.
- Maintain regular contact with the Hui Kāpehe program staff.
- Return calls and/or emails within 3 business days.
- Notify program staff of address and/or telephone number changes.
- Attend all scheduled office visits at least twice a semester.
- Consult with Hui Kāpehe Coordinator before dropping or withdrawing from any courses, and/or changing to part-time status or withdrawing from school activities.
- Attend mandatory program orientations and activities.
- Participate in one major fundraising event during the year.

## THE APPLICATION PROCESS

The applicant is required to complete the Hui Kāpehe program application. Supporting documents are required upon acceptance.

### 1) Proof of Hawaiian Ancestry:

Hui Kāpehe Program gives preference to applicants of Hawaiian ancestry to the extent permitted by law. If you would like to be considered under that policy, your Hawaiian ancestry shall be verified by Birth Certificates or by a Kamehameha's Ho'oulu Hawaiian Data Center verification letter.

If you would like to obtain a HAR-Hawaiian Ancestry Registry form immediately, or have any questions regarding this process, you may call the Data Center at (808) 523-6228, or toll-free at 1-800-842-4682, then 36228. You may also visit: [www.ksbe.edu/datacenter](http://www.ksbe.edu/datacenter) for information on frequently asked questions.

### 2) Hui Kāpehe Internship Program Application Form:

Please be sure that you have filled in all the blanks on all of the pages. Failure to do so may disqualify your application.

### 3) COLLEGE Transcript and list of Current classes:

Continuing UHM Students, Transfer Students and New Students to UH-Mānoa, must submit STAR and/or transcript. Website transcripts or transcripts forwarded from and signed by a UHMC counselor will be accepted.

### 4) Copy of current UH Picture ID and Driver's License\*:

Submit with this Hui Kāpehe Program Application, a copy of your UH Picture ID, showing your student ID#, and a copy of your Hawai'i Driver's License. \*If you do not possess a Driver's License, this does not disqualify you from acceptance.

KIRC highly recommends that the supporting documents for the Hui Kāpehe Program applications be submitted along with the application. **Space is limited to 60 students for the Academics school year.** Applications are reviewed on a first come first serve basis and will continue to be accepted until all slots are taken. Applicants not accepted will be held for review for the next year.



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## Offerings at UH Maui College

The College provides general education for both transfer and career students. Lower division courses (i.e., with 100-299 numbers) are offered to meet general education requirements at four-year colleges, although students should meet with an academic counselor for specifics. The College also provides lower division courses for many arts and science majors, as well as courses to meet pre-professional requirements. To earn certificates or degrees, the curriculum requirements of a given program must be met.

*See program specifics to follow by a counselor or through in the UH Maui College Catalogue.*

PROGRAMS	CPD	CO	CA	AAS	AS	ASC	AA	BAS
Accounting			✓	✓				
Administration of Justice		✓	✓	✓				
Agriculture and Natural Resources		✓	✓					
Horticulture & Landscape Maintenance		✓	✓	✓				
Turf grass		✓						
Nursery Management		✓	✓					
Sustainable Tropical Crop Mgmt		✓	✓	✓				
Auto Body Repair & Painting		✓	✓	✓				
Automotive Technology	✓	✓	✓	✓				
Business Careers	✓	✓	✓	✓				
Business Technology		✓	✓	✓				
Information Processing Specialty				✓				
Electronic & Computer Engineering Technology		✓	✓		✓			
Hospitality & Tourism		✓	✓	✓				
Human Services		✓	✓		✓			
Sustainable Construction Technology	✓	✓	✓	✓				
Liberal Arts						✓	✓	
Hawaiian Studies						✓	✓	
Natural Science					✓			
Applied Business & Information Technology								✓
Engineering Technology								✓
Sustainable Science Management								✓
Marine Options Program	✓	✓				✓		



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# HUI KĀPEHE APPLICATION

## HUI KĀPEHE PROGRAM APPLICATION FORM

Applications will be accepted until all positions are filled

Failure to complete all sections may disqualify your application.

### 1. CONTACT INFORMATION:

UH I.D. #: \_\_\_\_\_ EFC #: \_\_\_\_\_

Name: LAST \_\_\_\_\_ FIRST \_\_\_\_\_

Email: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ // Full-time student \_\_\_\_\_ Part-time student \_\_\_\_\_

Permanent mailing address:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Address While Attending UH Maui College:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

hawaii.edu e-mail address: \_\_\_\_\_

For Official Use Only:

\_\_\_\_ APP \_\_\_\_ NHA \_\_\_\_ TRANS \_\_\_\_ UH Pic. I.D.

### 2. PERSONAL INFORMATION:

Hawai'i Resident (Y / N): \_\_\_\_\_

If No, State of Residence: \_\_\_\_\_

\_\_\_\_ Single \_\_\_\_ Married \_\_\_\_ Divorced \_\_\_\_ Widowed

Children(Y/N): \_\_\_\_ No. & Ages: \_\_\_\_\_

Ethnicity (check all that apply):

\_\_\_\_ White

\_\_\_\_ Black or African American

\_\_\_\_ Asian

\_\_\_\_ American Indian or Alaska Native

\_\_\_\_ Native Hawaiian

\_\_\_\_ Other Pacific Islander

\_\_\_\_ Refuse to answer

Other \_\_\_\_\_

### 3. EDUCATION STATUS:

Last School Attended or Currently Attending: \_\_\_\_\_

Highest Level of Education Completed? \_\_\_\_\_

Are you the first in your family to attend post secondary school or college (Y / N): \_\_\_\_\_

Which of these did you receive? \_\_\_\_ H.S. Diploma \_\_\_\_ GED \_\_\_\_ Neither

What high school did you attend for 12th grade? \_\_\_\_\_

Major: (No abbreviations please) \_\_\_\_\_

Degree being sought: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_

I attest that all of the information on this application is true and correct to the best of my knowledge. I agree to provide supporting documents and further verification upon request.

X \_\_\_\_\_

Signature and Date

Mahalo for applying to the Hui Kāpehe Program. Please be sure that you have filled in all section. Supporting documents (recent transcript, copy of photo ID, and proof of Hawaiian ancestry) will be required upon acceptance. QUESTIONS? Contact the Hui Kāpehe Coordinators Crystal and Brandon at [huikapehe@gmail.com](mailto:huikapehe@gmail.com) or bring in person or mail to: University of Hawai'i Maui College CareerLink Office, Ka Lama 207, 310 West Ka'ahumanu Avenue, Kahului, HI 96732

For Official Use Only:

Received date: \_\_\_\_\_

Staff: \_\_\_\_\_

Indiv. Interv. Completed: \_\_\_\_\_



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